

I.	<u>Position Title:</u>	Swim School Supervisor (Seasonal)	<u>Revision Date:</u>	02/14
			<u>EEO Category:</u>	Paraprofessional
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	50913

Under the general supervision of the Pool Manager, organizes and supervises swim school activities and participants.

- Implement and supervise assigned programs to ensure the success and safety of programs and participants.
- Schedule and manage all swim school programs and special events in the pool area.
- Ensure a healthy and safe environment in compliance with County Health regulations.
- Compile weekly and monthly statistics on all assigned activities and keep accurate program records.
- Administer the risk management and safety program by regular inspection and maintenance of activity site and scheduled emergency drills.
- Assist in the preparation, distribution and enforcement of swim school rules and regulations.
- Participate in hiring, promoting, training, disciplining and terminating of assigned employees.
- Verify and submit all assigned employee time cards.
- Prepare and submit all purchase requests to the Program & Aquatics Coordinator.
- Inventory all activity equipment and supplies.
- Assist with the investigation of complaints, questions and concerns related to assigned activities.
- Provide information about Center programs to the general public and private and public agencies.
- Monitor and supervise the swimming pool, pool area, locker rooms and hallways.
- Respond quickly and efficiently to all emergency situations.
- Comply with all Center and City policies and procedures.
- Work as a team member to monitor and ensure patron and staff safety.

- Perform other duties as assigned.

Knowledge of: Aquatic programs; principles of aquatic programming; leadership, team building and ability to be self-motivating; budgeting, scheduling and evaluations; proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction. Must have ability to react responsibly in an emergency situation.

Communication Skills: Contacts requiring tact and judgment to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups; ability to enforce pool regulation in a firm manner while maintaining good public relations.

Tool, Machine, Equipment Operation: Regular use of a telephone; occasional use of a copy machine, computer, and calculator; use of specialized equipment related to the assigned activity/sport.

Analytical Ability: Follow written and verbal instructions.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee handles office equipment, objects or controls. Vision and hearing abilities and frequent communication with other are required. Employee may sit or stand for long periods of time. Moderate physical exertion is required, including the possibility of water rescues.

Work Environment: Extensive outdoor work with frequent exposure to heat, sun and wet/humid conditions. Mental pressure and fatigue exist during a normal work day due to exposure to deadlines and resolution of interpersonal conflicts; frequent work in coordinating and directing programs. The noise level in the work environment is usually moderate. Some evening, weekend and holiday work are required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____